



**TEMPORARY
RECRUITMENT**

**PUBLIC SERVICE ASSISTANT I
BUILDING ATTENDANT**

*Part-time, temporary assignment
\$12 per hour*



First Review of Applications: August 28, 2015

Interested candidates are encouraged to apply immediately.

POSITION: The City of Fremont Senior Center has a temporary, part-time opportunity available for a Public Service Assistant I – Building Attendant. This position is responsible for ensuring that facility renters gain adequate access into the Senior Center for their scheduled event, meeting, training, etc. Additionally, the Building Attendant will make sure that the facility is cleaned and the furniture is put back in place prior to the renters departing.

This temporary assignment is scheduled to work on an as-needed basis, and may be assigned to work evenings, weekends and holidays.

EXAMPLES OF DUTIES:

- Provide evening and weekend supervision of the Senior Center during facility rentals.
- Open and secure the building for customers.
- Complete check out sheets.
- Provide equipment and cleaning supplies for customer use.
- Answer customer questions and monitor events for safety and compliance of contract.
- Moderate clean up duties are required for some occasions.
- Light clerical duties as assigned.
- Work some late evenings/weekends as necessary.

REQUIREMENTS: The ideal candidate will possess excellent customer service skills. Additionally, the successful candidate will have the ability to effectively communicate verbally in English, as well as possess an awareness and appreciation of cultural and ethnic differences.

The following are highly desirables:

- Work experience providing in-person customer service.
- Awareness and appreciation of cultural and ethnic differences.
- Working knowledge of Microsoft Office Suite.

COMPENSATION & BENEFITS: The hourly rate for this position is \$12 per hour. This position does not receive benefits.

APPLICATION INSTRUCTIONS: To be considered for this position, submit a completed City application and resume through our online application system at www.fremont.gov/tempjobs.

A resume must be submitted with the completed City application. Applications submitted without a resume will not be considered. The first review of applications is **August 28, 2015**. The position may close without notice.

SELECTION PROCESS: The process may include individual and panel interviews, fingerprint check, reference check, or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue be selected. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.

Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance by calling

Human Resources Department

3300 Capitol Ave., Bldg. B

Fremont, CA 94538

(510) 494-4660

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The information contained herein is subject to change and does not constitute either an expressed or implied contract.



PUBLIC SERVICE ASSISTANT I (BUILDING ATTENDANT) - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Public Service Assistant I (Building Attendant) position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Public Service Assistant I (Building Assistant) position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have performing in-person customer service duties (i.e. answering questions and inquiries; explaining policies and procedures)?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years or more
2. Briefly explain what good customer service means to you.

3. Are you able to work evenings, weekends and holidays?
 - ☐ Yes
 - ☐ No